



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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## **General Position Information**

**Job Title:** 18864 – PDB Briefer to the Secretary of Homeland Security - GS-15

**Salary Range:** \$112,021 - \$161,900 (not applicable for detailees)

**Vacancy Open Period:** 04/21/2017 – 05/09/2017

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DDII/PDB

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## **Position Information**

**This is an opportunity for:**

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## **Who May Apply**

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:



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- Current Federal Government employees.

## **Salary Determination**

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## **Component Mission**

The Office of the Director of National Intelligence (ODNI) Deputy Director of National Intelligence for Intelligence Integration (DDNI/II) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. DDNI/II is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, DDNI/II is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. DDNI/II is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

## **Major Duties and Responsibilities (MDRs)**

Lead, plan, develop, and deliver tailored and insightful intelligence briefings to senior United States (US) Government and/or senior Intelligence Community (IC) officials on key national security issues.

Interact directly with senior DNI and CIA officials to provide principals' feedback and help shape the intelligence questions that follow-on products should address.

Research, review, and comprehend complex information required to brief the consumer at the level they require; anticipate questions and develop responses using provided background information, acquire materials or information furnished via consultations with IC experts, and interact effectively and confidently with consumers to explain, and as necessary, argue or justify IC analysis.

Engage consumer to frame and elicit clear, appropriate, and meaningful taskings, collaborate with IC components to ensure taskings are well understood and that the needs of the consumer are clear; review subsequent products of analysts to ensure that the response adequately meets tasking requirements; determine whether to disseminate written product, or to hold for future tasking, as necessary.

Discuss issues and developments with internal and external peers and customers, communicate regularly to exchange subject information, and meet frequently with analysts and substantive experts to clarify tasking, coordinate production, and build expertise.



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Establish advocacy initiatives with internal and external customers to understand their changing needs, requirements, and capabilities; facilitate cooperation within the IC to meet consumer needs and foster community outreach by giving briefings, meeting with potential applicants, and attending off sites or group meetings to share best practices and lessons learned.

Compile relevant materials from daily finished intelligence products and raw traffic to meet consumer interests and needs, identify and read IC finished products, raw traffic, background notes, and other relevant information to determine consumer relevance and timeliness, and maintain a comprehensive awareness of material to brief orally.

Exploit internal and external on-line databases for information relevant to consumer interests and needs, and obtain answers from appropriate sources (e.g., analysts, issue managers, and National Clandestine Service area divisions) regarding specific questions arising from materials read.

Synthesize raw traffic on key issues into a coherent briefing and consult with IC components as necessary to understand the significance and relevance of late-breaking/overnight information.

Develop and maintain a high level of expertise on the full range of current intelligence and policy issues to compile and present a daily intelligence briefing to the senior U.S. policymakers.

## **Mandatory and Educational Requirements**

A GS-15 (or exceptionally strong GS-14) with at least 8 years of all-source analytic experience, expert-level critical thinking and representational skills, and a broad understanding of US national security interests.

Expert knowledge of key U.S. foreign policy and national security objectives for key regional and transnational issues, including the superior ability to stay informed of current trends and developments.

Expert knowledge of analytic tradecraft, IC policies, capabilities, and procedures, coupled with knowledge of political, cultural, social, historical, and diplomatic traits and behaviors of key countries or regions.

Superior ability to work under tight time constraints with multiple daily deadlines to review a large body of information and distill relevant products into a comprehensive, sophisticated daily intelligence briefing, and the superior ability to efficiently prioritize, perform multiple tasks, and change focus quickly as demands change in a fast-paced, time constrained environment.

Expert knowledge and experience exercising sound judgment, tact, and integrity to manage interactions with senior U.S. government officials and IC elements, including the superior ability to establish and maintain regular contacts within the IC for exchanging information.



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## Desired Requirements

Superior ability to remain open-minded and change opinions on the basis of new information and requirements. Superior oral and written communication skills and superior ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products. Superior analytical and critical thinking skills, including the superior ability to think strategically and identify needs, requirements, and develop recommendations.

## Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_D\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and hoylegr@dni.ic.gov (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS//SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. **Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).**



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**Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_D\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and hoylegr@dni.ic.gov (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3663.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.



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## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3663; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by unclassified email at [DNI-EEOD@dni.gov](mailto:DNI-EEOD@dni.gov), by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**